

## Chapter 18

# RECEPTION BATTALION

This chapter describes the mission, responsibilities, organization and functions, and employment of the reception battalion.

### MISSION

The reception battalion is a major subordinate unit of an Army training center (ATC). It has the fictional responsibility to process qualified accessions for assignment to Initial Entry Training (IET) and One Station Unit Training (OSUT).

The reception battalion is the Army personnel service support activity which establishes the records and captures data base elements essential for interface of soldiers' records with integrated automated support systems. Upon completion of processing, IET and prior service soldiers are shipped to basic training or OSUT. During periods of mobilization, Reserve Component personnel who do not require further training may proceed directly to the CRC to meet and sustain optimum force strength levels. The reception battalion receives soldiers, and provides command and control, administration, logistics, billeting and food service for all assigned personnel.

### RESPONSIBILITIES

Reception battalion activities are performed by sections or work centers. Activities are the following:

- Provide command and control, administration, and supply for cadre and soldiers undergoing processing.
- Coordinate food service and billeting beyond battalion capabilities for soldiers undergoing processing.
- Coordinate processing of new soldiers through the complete sequence of scheduled requirements, including external BASOPS support activities,

IAW AR 612-201, Processing, Control, and Distribution of Personnel at U. S. Army Reception Battalions and Training Centers.

- Coordinate with training activities on training unit fill schedules, unit training loads, and documentation required to accompany the soldier upon shipment.
- Provide soldiers with initial soldier orientation training and a series of briefings on required subjects.
- Initiate the soldiers' records, and establish a data base for each soldier on automated systems.

The reception battalion coordinates through TRADOC with DoD and DA accession activities concerning the flow of accessions. The following activities take place:

- Personnel with rare and unusual skills or civilian-acquired skills are reported directly to personnel management activities for assignment determination.
- Disposition of holdovers, reclassification actions, and transshipment for unique categories of training at other installations are directly coordinated with responsible activities.
- While special category personnel (for example, conscientious objector, sole surviving son, and watch list personnel) are identified, their shipment is not delayed. Coordination is made directly with gaining training commanders for follow-up action, as appropriate.

### BASOPS SUPPORT

Established BASOPS support for the workload is essential, requiring direct coordination to ensure support is sustained. The following activities are involved:

- Medical activities, to include eye examinations, DNA testing, immunizations, blood typing, HIV testing, and physical examinations, when necessary.
- Transportation support.
- Dental activities, to include examinations and

panoramic X-rays (a key facet of casualty identification procedures).

- Billeting facilities support.
- Clothing issue activities, to include maintenance of sufficient quantities for issue.
- Food service support.
- Legal, chaplain, and other installation community support activities.

## ORGANIZATION AND FUNCTIONS

The reception battalion organizational structure includes the commander, headquarters, S1, S3, S4, receptee processing division, receptee control division, and fitness training unit/section. The reception battalion organization is shown at Figure 18-1. Responsibilities are described in the following paragraphs.

The reception battalion commander is responsible for command, control, and overall reception battalion operations. The reception battalion commander, executive officer, and command sergeant major are responsible for leadership, morale, discipline, and professional development of all assigned and attached personnel.

The headquarters company provides command, control, administration, supply, and billeting support for permanent party personnel not assigned to a processing company. The headquarters company may also provide this support to holdover soldiers.

The S1 processes strength accounting actions, reports losses, and processes enlisted promotions and personnel actions for permanent party soldiers. This section also provides internal mail services/distribution and typing support, and it maintains unclassified correspondence and security files. This section also provides support to commanders on new and prior service soldiers in the areas of absent without leave (AWOL) cases, dropped from rolls (DFR) actions, Uniform Code of Military Justice (UCMJ) actions, and casualties.

The S3 schedules battalion military training and administers formal training programs for battalion cadre.

The S4 section processes work orders and equipment requests, provides cadre weapon

### RECEPTION BATTALION ORGANIZATIONAL STRUCTURE

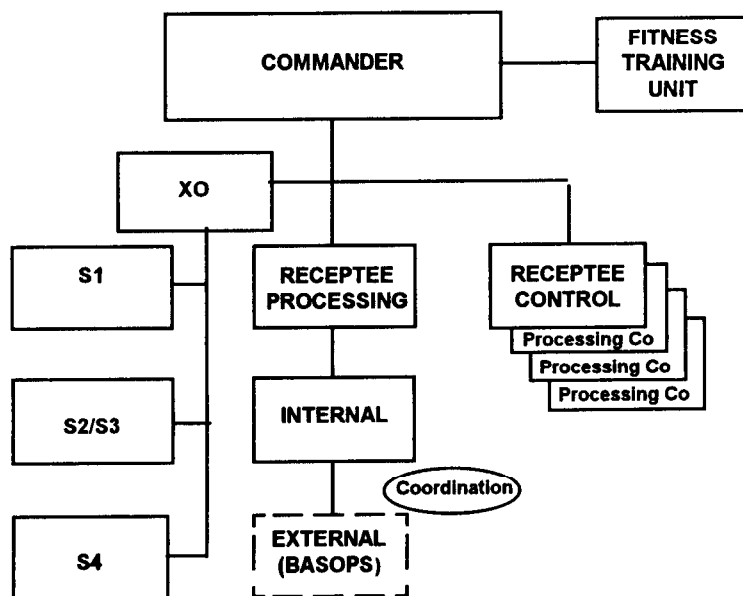


Figure 18-1

qualification support, maintains clothing records, and prepares the budget.

The receptee processing division (work center) has the following responsibilities:

- Initially receive soldiers, manage soldier processing, and coordinate transportation.
- Support Army Reserve Component reception battalion training, review FORSCOM mobilization plans, and develop a reception battalion mobilization plan.
- Create an automated file for soldier processing, and initiate a soldier record packet.
- Manage, coordinate, and accomplish all initial personnel processing that is required for a soldier entering Active Army service, to include testing (Army-unique), classification, initiation of personnel/finance records, and identification card/tag issue.
- Coordinate external processing by BASOPS support activities, to include medical evaluation, dental examination/panoramic X-ray, and clothing issue.
- Coordinate and effect the physical shipment and turnover of soldiers to training units, to include the disposition of records and documentation to required training activities.

The receptee control division (work center) is responsible for escorting soldiers to the various processing stations, accounting for soldiers, and controlling/monitoring their actions during processing. This work center ensures that each soldier completes each processing task, receives

initial soldier orientations, and is ready for shipping. Additionally, the receptee control work center coordinates food support and billeting for processing soldiers.

The receptee control division accomplishes its functions through the structure of processing companies. The number of processing companies organic to the reception battalion is determined by projected average soldier processing workload. The following factors apply:

- Cadre of each processing company is normally composed of commander, first sergeant, drill sergeants, and processing NCOs at levels to sustain operations based on the projected soldier processing workload.
- Drill sergeants and processing NCO cadre are normally aligned by MOS consistent with the category of training that the majority of new soldiers are destined to receive.

The fitness training unit (work center) is responsible for providing the training and motivation that is required to increase a new soldier's upper body strength.

## **EMPLOYMENT**

Reception battalions are located at TRADOC installations with IET and/or OSUT missions. The installation commander determines the physical location and ensures command relationships are directly aligned to best support the battalion's mission.